



Local Technical
Assistance
Program

WSDOT Local Programs and the LTAP Center present:

Documenting NEPA Categorical Exclusions

Tues, October 11, 2016 (#02602CN)
Tacoma

Lakewood Community Center
9112 Lakewood Drive SW, Lakewood WA 98499
Ph. 253-798-4177 *

Wed, October 12, 2016 (02618CN)
Shoreline *(This class only: 10am-3:30pm)*

Shoreline Conference Ctr.- Ballinger Room
18560 1st Ave NE, Shoreline, WA, 98155
Ph. 206-393-4702 *

Tues, October 18, 2016 (#02603CN)
Spokane

CenterPlace Regional Event Center
2426 N. Discovery Place, Spokane Valley 99216
Ph. 509-688-0300 *

Wed, October 19, 2016 (#02604CN)
Wenatchee

Confluence Tech. Ctr.(Port of Chelan County)
285 Technology Center Way, Wenatchee WA 98801
Ph. 509-661-3118 *

(*The phone numbers at the above training facilities can be used in case of emergency to contact a student in the class.)

Cost: Free

Time: 8:30am to 2:30pm, 6 hour class

Class Size: 30

Target Audience

Local agency staff and consultants involved in preparing environmental documentation for Federal Highway Administration (FHWA) funded projects.

Course Description

This course will provide an overview of the **National Environmental Policy Act (NEPA)** and a step-by-step explanation of the process and documentation requirements needed to complete an **NEPA Categorical Exclusion Documentation Form**. Participants will learn about recent changes to the environmental process and the triggers for analysis of each of the environmental disciplines and the appropriate level of documentation necessary to obtain approval.

Course Objectives

Upon completion of this course attendees will be able to:

- Complete NEPA CE Documentation Form following FHWA's and WSDOT Local Programs' environmental procedures.
- Prepare the appropriate level of environmental documentation for a range of projects types.
- Document environmental commitments and conditions in order to facilitate project review and approval.



**Washington State
Department of Transportation**

Instructors

WSDOT Local Programs Staff:

Bill Leonard,	Environmental Manager
Melanie Vance,	Environmental Engineer (Northwest and Eastern Regions)
Trevin Taylor,	Environmental Engineer (Olympic, Southwest, and South Central Regions)
Trent de Boer,	Archaeologist/Environmental Engineer (North Central Region)

FHWA Staff:

Sharon Love,	Environmental Manager
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Four Reasons You Should Take *Documenting NEPA Categorical Exclusions for NEPA Approval*

This course is important to you for the following reasons:

1. Each year local agencies produce excessive and even unnecessary environmental discipline reports. Learn how to save time and money by right-sizing the environmental documentation for NEPA approval.
2. Environmental considerations are very dynamic. The course offers the opportunity to learn about the latest regulatory and process changes.
3. This course will provide participants with the tools needed to prepare an NEPA Categorical Exclusion Documentation Form to document CE-level projects. This course will walk participants through each section of the CE Documentation Form and discuss the most up-to-date processes and procedures for meeting federal environmental requirements.
4. This course is structured to be informal and allow time for questions and answers to drive the discussion. The intent of the course is to assist you in your future environmental compliance efforts. As such, the objective is to ensure that participants leave the course with their questions answered.

Registration

Please register on-line using this link: [LTAP Online Registration Link](#)

Fill in your information, and click "Submit." You will receive an email notification with driving directions to the training site when request is processed. If you do not receive an email notification within a day or two, you may not be registered and should contact us.

Important Note: If you are unable to attend on the date scheduled, someone else from your agency may attend in your place. Please contact LTAP as there is often a waitlist for these classes.

Questions?

Course content: Contact Bill Leonard, LeonardB@wsdot.wa.gov, ph.360-705-7344

Registration assistance: LTAP, LTAPTraining@wsdot.wa.gov, ph.360-705-7355

Disability accommodations provided upon request.

Visit the

Washington State LTAP Center's Web Page
<http://www.wsdot.wa.gov/localprograms/ltap/>